



Annual Club Planning Conference Report

The Lieutenant Governor is to conduct an Annual Club Planning Conference for each Club in the Zone and file a report within 30 days after each conference. Completion is required on or before November 15. The ACPC is a workshop meeting with the Club's Board. It may be held at a regularly scheduled or a called Board meeting. The ACPC is the required visitation for the first part of the year. See the *District Leaders' Answer Book* for complete information on conducting this conference.

_____ # _____ Club Number

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Complete Club name _____

President's Name _____ (_____) Res. Phone _____

Secretary-Treasurer's Name _____ (_____) Res. Phone _____

Lt. Gov's Name _____ (_____) Res. Phone _____

Photocopy and distribute to those listed below.

THE QUESTIONS ON THIS FORM ARE TO BE USED AS DISCUSSION GUIDES TO AID THE LT GOV AND BOARD MEMBERS TO IMPROVE UPON THE ADMINISTRATION AND SERVICES OF THE CLUB

Number of members? _____

Day & time of meetings? _____

Annual Dues? _____

New Member Initiation Fee? _____

Has budget been approved? _____

Club incorporation No. _____

Frequency of Club bulletin _____

Are Club Bylaws available? _____

When were Club policies last updated? _____

US Clubs-When will IRS form 990 be filed? _____

Club Chair Names

Community Service _____

Director of Personal Growth _____

Youth Activities _____

Publicity _____

New Club _____

Youth Clubs _____

Internet Safety _____

Fellowship _____

Finance _____

Foundation Rep (CFR) _____

Programs _____

Membership _____

Other _____

Does the Club participate in the Personal Growth and Involvement Program? _____

What Goals have been set by the Club for the year?

Net gain in membership _____

Sponsorship of new Club(s) _____

Honor Club _____

Distinguished President _____

Sponsorship of Jr. Optimist/Octagon/Alpha Club _____

Number of CPA entries _____

Do you plan to present some of the 'Skills Development Modules' at Club Meetings? (examples: Creative Problem Solving, Effective Time Management, Choosing Optimism as a Philosophy of Life, Public Speaking, etc.) _____

Who will represent Club at District meetings? _____

Does Club provide financial assistance to officers who attend District & Optimist International meetings? _____

What community/youth-serving projects are planned for the year? _____

What fund-raising projects are planned for the year? _____

What amount does the Club plan to raise from fund-raising projects? \$ _____

Does your Club plan to contribute to the Optimist International Foundation? _____

Date of conference _____ Length of conference _____ hr _____ min Number of members attending _____

Signature of District officer _____

Title _____ Bus Phone (_____) _____

Signature of Club officer _____

Title _____ Bus Phone (_____) _____

Distribution

District Secretary - Treasurer
Governor
Lieutenant Governor
Club File